

PORTLAND CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE  
*BOARD OF DIRECTOR MEETING MINUTES*

January 8, 2008

**CALL TO ORDER:** The meeting was called to order at 12:10 by President Doug Allen at the Mt Adams Conference Room. A quorum was present.

**PRESENT:** Doug Allen, Russ Pitkin, Steve Gray, Fred Herbold, Erica Bitterman-Ryon, Dennet Latham, Skip Brown, Corey Morris, Kaye Kloster, Bud Henson, Jane Phifer

**ABSENT:** Mark Reeves

*Newsletter:* Deadline is tomorrow.

*Program:* Kaye thanked everyone for helping with the January meeting. We have 120 signed up for tonight.

*Website:* Up to date.

*Membership/Education Meeting:* Education committee has three classes set up for the painter and allied trainers. The cost is \$200 per class which will give us \$600 in income from the classes. Phil Martinson's company puts on breakfast meetings. They charge an additional \$20 for those that want CEU credits. There is an offer on the table to CSI Portland Chapter. The offer is, the \$20 they collect from each CSI member that attends and pays for the CEU credit, will be passed on to the CSI Portland Chapter. This has been tabled until next meeting so further questioned can be asked.

*Golf Tournament:* Waiting on approval from Doug on the flyer. Once Erica has approval, it will go to Corey for the CSI web site and it will be sent out to last year's sponsors and players. The tournament is set for Friday August 22<sup>nd</sup> at Lewis River Golf Course.

*Certification:* There are 11 people registered at this time for the CDT classes. Advanced certifications will need to be proctored and at this time we have no one looking for assistant with advanced classes. If we get a little group together, they will be able to put something together. They are working on where the classes can be held.

*PPSC:* The committee is working on a vendor layout, opening letter and sponsorship for the conference. The keynote speaker has agreed to have a meet and greet with the top sponsors of the PPSC. May 6<sup>th</sup> is the scheduled date.

*Promotion:* The add slick for the brochure is 90% finished, just some tweaking is left. Once that is approved then the other sizes will be made and sent to key people for making ads. There will be the brochure that has a calendar of events and certain event committee people. This can be altered for different things. There will be an 8 1/2 x 11 for letter head and full page ad space and a few smaller sizes for different items. All will match and flow together. It should be ready for emails and for the next program dinner in February.

*Awards:* Doug is working on the awards. We need to find a replacement for Denise , she has moved out of state.

## **FINANCIAL REPORT**

Kaye handed out the finance report for the month of December and it is on file for further review.

## **BOARD MEETING MINUTES**

A motion was made and passed to accept the November minutes as amended.

## **NEW BUSINESS**

Kaye got our yearly letter from institute asking if we wanted to raise chapter dues. After much discussion, a motion was made and passed to raise the dues. Associate dues \$65, Retired \$0, Intermediate \$25 and Students \$2.

Kaye noted to the board that AGC is having their three day conference over our golf tournament.

## **OLD BUSINESS**

CEN education network paperwork needs to be filled out, Doug will handle the paperwork.

Jane and Russ are working on moving the money from Columbia Mortgage to Bank of America and then from there into some kind of money market account.

## **ACTION ITEMS**

- **Jane to start making a P&L by class ytd. for the board**
- **Board to get Erica a blurb on why you are a CSI member**
- **Doug to contact Chris Veit regarding the funds from the NW Conference**
- **Jane and Russ to get Columbia Mortgage account closed**
- **Doug to email Jane current agenda**

Next Board meeting is scheduled for **Tuesday, February 5<sup>th</sup>, 2008.**

Adjourned at 1:20 pm

Respectfully Submitted,  
Erica Bitterman-Ryon, Secretary